

APPLICATION TO ATTEND COURSES AT FREIE UNIVERSITÄT BERLIN AS AN AUDITOR

PERSONAL INFORMATION

Last name _____	First name _____
Date of birth _____	Nationality _____
Street / Building no. _____	Add. address inf. (c/o) _____
Postal code _____	Town / City _____

I have previously been registered/enrolled at FU Berlin: YES; FU student ID number: _____

Your University email address: _____

INFORMATION ON CURRENT UNIVERSITY ATTENDED

Main university/ partner institution _____

Current degree program _____

Bachelor's degree	Master's degree	State examination (Staatsexamen)	Doctoral degree
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Degree program _____

INFORMATION ON COURSES TO BE ATTENDED AS AN AUDITOR

I hereby apply to register as an auditor in accordance with Section 18 of the Statutes of Academic Affairs (Satzung für Studienangelegenheiten) for the courses specified below:

Summer semester 20 Winter semester 20

Module / course name	Module / course no.	Contact hours (hours per week during the semester)	(TO BE COMPLETED BY THE INSTRUCTOR)	
			Instructor name	Date / (Digital) Signature of instructor

Date/Signature of applicant _____

Date/Signature Student Records & Registration Office _____

A certificate of enrollment for the semester in question is attached to this application (this must be submitted by the applicant together with this form).
Please refer to the explanatory notes on the following page.

Student ID Number (will be entered by the Student Administration)

Explanatory Notes:

Legal basis

Excerpt from Freie Universität Berlin's Statutes of Academic Affairs (Satzung für Studienangelegenheiten) from April 11, 2017.

Section 18 Auditors (Nebenhörer*innen)

(1) Students from other universities from both Germany and abroad who wish to participate in individual courses at Freie Universität Berlin may submit an application to do so. If the instructor of the course in question is in agreement, the student may then be registered to attend the course as an auditor (Nebenhörer*in). If auditors wish to take part in the courses and assessments that comprise a specific module, they must submit an application to complete the module. Auditors from other universities are considered equal to members of Freie Universität Berlin with regard to the requirements needed to complete the course/module.

(2) The application to attend courses at Freie Universität Berlin as an auditor must be submitted to the Student Records and Registration Office in writing in the specified format and before the respective deadline. As a general rule, the total scope of the courses attended as an auditor may not exceed six contact hours per week or that of an entire module.

(3) Auditors may attend courses or modules with limited capacity in accordance with Sections 11 and 12 provided students at Freie Universität Berlin are given priority when allocating these places.

(4) In accordance with Section 18.1 and with the consent of the responsible instructor or module coordinator, auditors may be issued with a certificate of completion for the course. Auditors have no legal claim to complete assessments for courses attended from Diplom and master's degree programs.

(5) Individual agreements that deviate from the provisions specified in Section 18.2 to 18.4 can be made with the auditor's current university.

Office Hours of the Student Records and Registration Office:

Please refer to the website of the Student Administration for the current office hours.

Opening Hours of the Info Desk at the Student Services Center, Illisstr. 4, 14195 Berlin

Please refer to the website of the Student Service Center for the current opening hours.